

**STATE OF GEORGIA  
RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #910524-01  
(DHR Application #91-085-1)**

*Sheet : 1 of 2*

*Schedule Number: 73-0216-A*

*Effective Date: 08/23/94*

*Superseded Schedule Number: 73-216-A*

*Effective Date: 05/06/82*

*Agency Code:* 0427

*Agency:* Department of Human Resources  
Division of Public Health, Community Health Section

*Creating Office:* Laboratory Unit

*Series*  
*Title/Dates:* Virology Test Reports, 1987 - [ongoing].

*Access:* Confidential (O.C.G.A. 31-12-2).

*Class:* Agency-wide Common.

*Function*  
*Documented:* Reports from bacteriological, chemical, and immunological tests performed by laboratory units in Atlanta, Albany, Macon, and Waycross. Included are forms and reports covering the testing process for rabies, mumps, infectious mononucleosis, AIDS (HIV), etc., and reference papers.

*Arrangement:* Alphabetical by county; thereunder alphabetical by surname of requestor; thereunder chronological by date of request; except for AIDS (HIV) which are filed numerically by lab-assigned control number. Weekly summaries of AIDS (HIV) tests results are filed chronologically by week-ending date.

*Media:* Paper; PC floppy disk.

*Retention*  
*Requirements:* Legal: Two (2) years. *Official Rules and Regulations of State of Georgia* (290-5-29-.13).

*Disposition*  
*Instructions:* Paper Record - All Viruses:  
Cut off file at and of each calendar year.  
Hold in current files area one (1) year.  
Transfer to State Records Center and hold one (1) year.  
Destroy.

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Sheet : 2 of 2

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*Disposition  
Instructions  
(Continued):*

PC Floppy Disk Record - AIDS (HIV) PC Summary File:

Generate weekly hard-copy report.  
Send weekly report to DHR AIDS Program Unit.  
Retain a paper copy of report as required above.  
Maintain PC floppy disk record until no longer needed for reference.  
Erase and reuse or destroy.

The State Records Committee has approved these disposition instructions for the records series described in the attached records retention schedule application and this schedule profile.

  
\_\_\_\_\_  
Edward Weldon  
Secretary of State Designee

  
\_\_\_\_\_  
Date

**EXHIBIT-A**

Application No.: 91-085-1

(rev. 2-12-93)

**Records Retention Schedule**

**GEORGIA DEPARTMENT OF HUMAN RESOURCES**

**Division/Office:**

Division of Public Health

**Section/Unit:**

Community Health Section

Laboratory Unit

**Schedule No.:**

**Date:**

**Record Series Title:**

Virology Test Report Files

**Description:**

Documents relating to reporting test results for various types of virology samples.

Included are forms, reports, reference papers and magnetic storage media. Types of viruses include, but are not limited to: Rabies, Mumps, Infectious Mononucleosis, HIV (AIDS), Chickenpox, Herpesvirus, Influenza and Measles.

**File Arrangement:** HIV (AIDS) paper filed by number assigned by the Laboratory Unit. HIV (AIDS) PC summary filed by week ending date. All other virus documents filed alphabetically by county; thereunder, by name of requestor; thereunder, by date of request.

**Retention/Disposition Instructions:**

Cut off files as follows:

1) Paper Records (All Viruses)

Cut off file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center, hold 1 year, then destroy.

2) HIV (AIDS) PC Summary File

A) Generate a hard copy report weekly to the AIDS Program Unit.

B) Maintain PC floppy disks until no longer needed for reference, then reuse.

**Confidential:** Yes - Closed Record - O.C.G.A. 31-12-2.

**Supersedes:** 73-216-A (amended 5-26-82)

(91-085-1)

## Retention Records

January 1, 1973

Division of Physical Health  
Laboratory Unit

<u>Appl.</u> <u>No.</u>	<u>Description</u>	<u>Disposition</u>
73-215	BACTERIOLOGY TEST REPORT FILE Documents relating to the reporting of test to identify pathogenic bacteria and fungi. This includes reports of test, and assorted reference and working papers. File is arranged alphabetically by county, by requestor, then by date of test.	Same as Above
73-216	VIROLOGY TEST REPORT FILE. Documents relating to the reporting of laboratory test for viral infections. This includes, but is not limited to: reports of test for rabies, mumps, infectious mononucleosis, etc. and assorted reference and working papers. File is arranged alphabetically.	Cut off at end of each calendar year, hold in CFA for 2 years; then destroy.  73-216-A 5/6/82
73-217	MEDIA AND REAGENT REQUISITION FILE Documents relating to preparation of test media and reagents for use in the various diagnostic laboratories. This includes, but is not limited to: unit requisition forms, mark sensitivity sheet, computer printout, and related papers.	Cut off annually and destroy. Earlier destruction is authorized.

Records will be shipped yearly by departmental truck to the Atlanta office for destruction. Number nine (9) card board boxes will be used for shipment. Inventory and volume control measures will be utilized to insure confidential nature.

OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date April 20, 1982	Division of Public Health Virology Laboratory - Room 139-H 47 Trinity Avenue, S.W. Atlanta, Georgia 30334	Application Number <b>73-216-A</b>
Application Number DHR 82-14		Date Received <b>APR 20 1982</b>
		Date Completed <b>MAY 6 1982</b>
2. Person to Contact	Working Title Tommie F. Munro, Virology Laboratory Mgr.	Telephone Number 656-4781
3. Action Requested		
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.      - update file arrangement		
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.      - adjust retention period		
c. <input checked="" type="checkbox"/> Amend Application No. <u>73-216</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void		
4. Dates of Series	5. Records Series Title (followed by title used in office, if different)	
Earliest	Latest	
	Virology Test Report Files	
6. Division and Office Function		
What is the function of the Division and the Office in which this record series is created?		
The Division of Public Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; and the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; and the daily State-wide program of registration, statistical coding, certification, and preservation of certificates of births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.		
The Laboratory Section has the responsibility to provide laboratory support services for the Division, including: tests on disease-related specimens in support of epidemiologic investigation and disease control, such as: venereal disease and tuberculosis control, hypertension programs, local Medicaid programs, and epidemic infections; and to promulgate specific legislation governing such blood testing programs as phenylketonuria, sickle cell disease, and premarital syphilis. The Central Laboratory serves as a reference laboratory for definitive and complex procedures and conducts applied research. Laboratory services are provided to local health departments, private physicians, hospitals, and private laboratories.		
7. Records Series Description		
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.		
Documents relating to:		
Included are:		
The file is arranged : patient records - alphabetically by name of patient work sheets - numerically by date of test		
8. Monthly Reference Rate		
How often are records referred to which are:		
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ twenty-five months and older _____ ?		
9. Annual Rate of Accumulation or Records		
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____		

If not, where is it?

b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.

c. Is this a vital record?

d. Does this series have historical or long term research value?

e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?

f. Is the information contained in this series ever published? If yes, attach copy.

g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.

h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?

i. Is this series (or a major portion of it) regularly microfilmed?

j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law \_\_\_\_\_ years.  
b. Statute of limitation \_\_\_\_\_ years.  
c. Federal law \_\_\_\_\_ years.

d. Audit period \_\_\_\_\_ years.  
e. Administrative need \_\_\_\_\_ years.  
f. Federal retention instructions \_\_\_\_\_ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☒ Transfer to State Records Center; hold \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then  
☒ Destroy  
☐ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Lemmie J. Munro</i>	4/19/82	<i>Elizabeth W. Crank</i>	4/19/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
State Auditor/Designee			5-4-82
Secretary of State/Designee		<i>Carroll Hart</i>	4-28-82
Attorney General/Designee		<i>Suey Huggins</i>	5-4-82